

POLICY

RECYCLING

CAM 2.5

DATE: 9/1/99

A. PURPOSE:

Describes the required policy for compliance for all state acquisitions under authority of the Procurement Division for the purchase of the recycled content products and the purchase of non-recycled content products in the targeted product categories.

B. DEFINITIONS: See Glossary Section for definitions. Any definitions included here are for purposes of this policy and procedure only.

1. **COMPOST** – A product resulting from the biological decomposition of organic materials such as leaves, grass clippings, yard trimmings, fruit and vegetables, or biosolids. For reporting purposes, compost may also include humus, and other organic soil amendments with or without additives. Recycled products, including compost and co-compost, must contain no less than 50% by weight secondary and postconsumer material with no less than 10% of the material being postconsumer material to count towards being considered a recycled content product. Co-compost products also contain biosolids.

2. **FINE PRINTING AND WRITING PAPER (FPWP)** – In accordance with public contract code PCC section 12161 is paper products containing at least 30% postconsumer material. FPWP includes copy and xerographic papers of all colors, and higher grade papers such as watermarked and cotton fiber papers. High-speed copier paper, offset paper, forms bond, computer printout paper, carbonless paper, file folders, white woven envelopes, and other uncoated printing and writing paper such as writing and office paper, book paper, cotton fiber paper (containing 25-75% cotton fiber), and cover stock are all included in the FPWP category.

3. **GLASS PRODUCT** – This category includes all products comprised primarily of glass materials including, but not limited to: containers, windows, fiberglass insulation, reflective beads, and construction blocks. Recycled glass products must contain no less than 50% by weight secondary and postconsumer material with no less than 10% being postconsumer material to count towards being considered a recycled content product.

4. **LUBRICATING OILS** – This category includes, but is not limited to: crank case oils, engine oils, and transmission oils. Recycled lubricating oils must contain no less than 50% by weight secondary and postconsumer material with no less than 10% being postconsumer to be considered a recycled content product.

5. **PAINT** – This category includes, but is not limited to: aerosols, latex and enamel paint, and primers. Recycled paint products must contain no less than 50% by weight secondary and postconsumer material with no less than 10% being postconsumer material to be considered a recycled content product.

6. **PAPER PRODUCTS** – Include all products made from wood and or paper fiber excluding FPWPs, including, but not limited to: post-it notes, paper janitorial supplies, towels, tissue, corrugated boxes, and various types of paperboard (boxes, cartons, wrapping, packaging). Recycled paper products must contain no less than 50% by weight secondary and postconsumer material with no less than 10% being postconsumer material to be considered a recycled content product.

7. **PLASTIC PRODUCT** – Includes all products comprised primarily of plastic material, including, but not limited to: plastic lumber, containers, bags, packaging, and office products. Recycled plastic products must contain no less than 50% by weight secondary and postconsumer material with no less than 10% being postconsumer material to be considered a recycled content product.

8. **POSTCONSUMER MATERIAL** – In accordance with PCC section 12200(b), “is a finished material which would have been disposed of as a solid waste, having completed its life cycle as a consumer item, and does not include manufacturing wastes.” This is material such as newspaper that has been read and then was recycled and made into recycled content newsprint or some other recycled product. Postconsumer material is generally any product that was bought by the consumer, used, and then recycled for use in another product.

9. **RECYCLED CONTENT PRODUCT (RCP)** – In accordance with PCC section 12200(a) is, “all materials, goods, supplies, with no less than 50% of the total weight of which consists of secondary and postconsumer waste with not less than 10% of its total weight consisting of postconsumer waste.” This definition applies to paper products, plastic products, compost and co-compost, glass products, lubrication oils, paints, solvents, retreaded tires, and tire-derived products. A recycled content product also includes refurbished products. Examples of refurbished products include re-manufactured laser toner cartridges, repaired office furniture, reconditioned carpet, and reformatted computer disks.

10. **REFURBISHED PRODUCTS** – Products that could have been disposed of as solid waste having completed its life cycle as a consumer item, but otherwise is refurbished for reuse without substantial alteration of its form. Refurbishing includes renovating, repairing, restoring, or generally improving the appearance, performance, quality, functionality, or value of a product.

11. **REPORTABLE PURCHASE/PRODUCT** – This can be either an RCP or a non-RCP. A reportable product is any product from within the following eleven (11) product categories. The eleven product categories which must be reported on are: paper products, fine printing and writing paper, plastic products, compost, glass products, lubricating oils, paint, solvents, tire-derived products, tires, and steel.

12. **REPORTABLE RECYCLED CONTENT PRODUCT** – A product which meets the definition of a recycled product. A reportable RCP is a product from within one of the eleven targeted product categories, and contains at least the minimum secondary and postconsumer material specified by statute, or is a product that could have been disposed of as solid waste having completed its life cycle as a consumer item, but otherwise is refurbished for reuse without substantial alteration of its form.

13. **REPORTABLE NON RECYCLED CONTENT PRODUCT** – A product within one of the eleven targeted product categories, having no recycled content or less than the minimum required for its particular product category.

14. **RETREADED TIRES** – Include, but are not limited to: any passenger vehicle car, truck, heavy equipment, or agricultural implement tire which has been recapped or has had a new tread portion affixed to a used casing.

15. **SECONDARY MATERIAL** – In accordance with PCC section 12200(c) is, “fragments of finished products or finished projects of a manufacturing process, which has converted a resource into a commodity of real economic value, and includes postconsumer waste, but does not include excess virgin resources of the manufacturing process.” This is material such as newsprint that is trimmed from a roll in the paper plant that is returned to the beginning of the process to make recycled content newsprint. The material (product) did not reach the consumer before being recycled.

16. **SOLVENTS** – Includes, but are not limited to: paint thinners and removers, halogenated solvents, asphalt testing solvents, flexographic plate wash, solvents used in hospital applications and turpentines. Recycled solvents must contain no less than 50% by weight secondary and postconsumer material with no less than 10% postconsumer material to be considered a recycled content product.

17. **STATE AGENCY** – Includes for purposes of this policy every department, board, commission, and office within state government and the Legislature. It includes all the agency level offices and cabinet level offices such as the Secretary of State, Attorney General, and the State Treasurer’s Office.

18. **STEEL PRODUCTS** – Rolled steel products no less than 25% of the total weight of which consists of secondary and postconsumer material, with not less than 10% of the total weight consisting of postconsumer material. Products made with flat rolled steel meeting these content percentages include, but are not limited to, automobiles, cans, appliances, and office furniture and supplies.

19. **TARGETED PRODUCT CATEGORIES** – Includes paper products, fine printing and writing paper, plastic products, compost, glass, lubricating oils, paint, solvents, tire-derived products, tires and steel.

20. **TIRE DERIVED PRODUCTS** – Include retreaded tires and rubber products, rubberized asphalt, carbon black, metal or nylon products whose raw materials were derived from the processing of tires. Recycled tire derived products must contain no less than 50% by weight secondary and postconsumer material with no less than 10% being postconsumer material to be considered a recycled content product. Recycled tire derived products must contain no less than 50% by weight postconsumer material to be eligible for a price preference.

C. POLICY:

1. Each State agency shall take all necessary steps to meet or exceed the requirement of Public Contract Code sections 12150-12226 regarding the purchase of recycled products in the targeted product categories.
2. Each agency shall report all recycled content products purchased within the following 11 targeted product categories (i.e., fine printing and writing paper, other paper products, compost and co-compost, glass, oil, plastic, solvents, paint, tires, tire derived products, and steel) whether the purchase is a recycled content product or a non-recycled content product. See Appendix 1 for the format to be used in meeting reporting requirements. For additional definitions and information of each of these products see CAM 3.4.6, Recycled Content Products.

3. An agency may restrict the purchase of products **to recycled content products only** to meet the minimum program requirements.
4. An agency may set aside funds for the purchase of recycled content products in the event that the recycled content products cost more than their virgin counter part.

D. RESPONSIBILITIES:

1. DGS Director for policy
2. Agency heads shall ensure compliance with recycling requirements, including reporting as required for implementation.
3. Buyers shall purchase recycled products to the maximum practical extent.

E. APPENDICES:

1. [Appendix 1](#) RECYCLED CONTENT PRODUCT (RCP) PROCUREMENT REPORT

F. AUTHORITY AND REFERENCES:

1. Statutory: Public Contract Code 12161, 12200(a), 12200(b), 12200(c), 12150-12226
2. Administrative: None
3. Procedural: [CAM 3.4.6, Recycled Content Products](#)

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